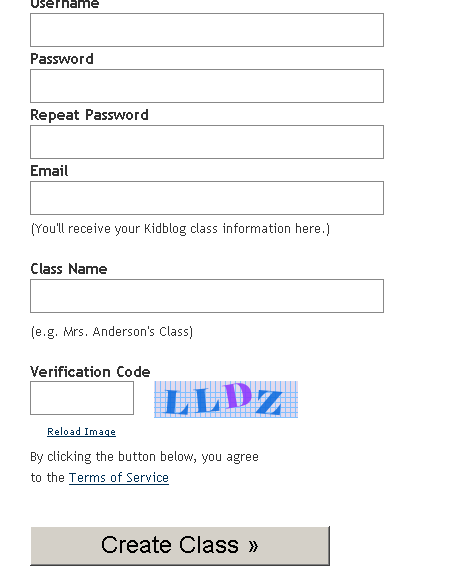
Using Kidblog



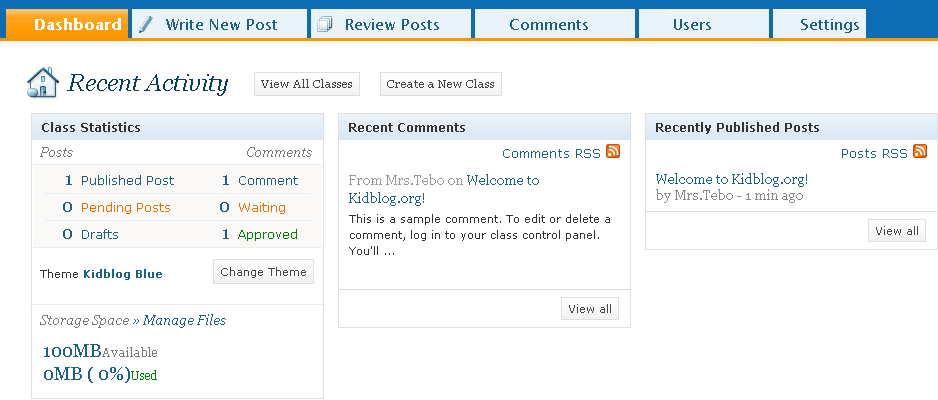
1. Go to <http://kidblog.org>
2. Click to Create a Class.



On the next screen, fill in the appropriate information and click Create Class at the bottom.

*Note: You will receive an e-mail confirmation from* [*support@kidblog.org*](mailto:support@kidblog.org) *with user information and the URL of your new Kidblog site.*

On the next screen, you will see your Dashboard.

Here you can manage users, privacy settings, write a new post and review posts made on your class blog.

# To add students to your class:

Click on Add New User and type a username to identify the student, such as their first name (and first initial of last name if there are duplicate names).

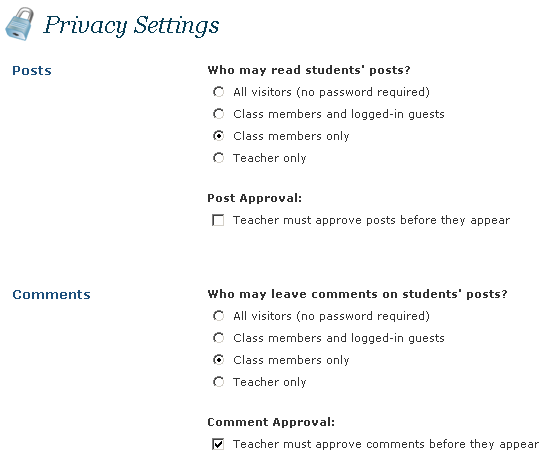
A suggestion is to use the same password the student uses to log on to the computer.

Make sure the role is set to Student.

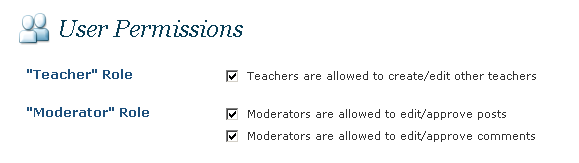
# To manage your settings:

Click on Add User and repeat the above steps for all the students in your class.

*Note: You can also add other teachers to your blog. You can assign their role as Teacher, Moderator, Guest or Administrator. You are the blog Administrator because you created the class.*

Click on the Settings tab at the top of the Dashboard to choose your blog layout, manage privacy settings and user permissions.

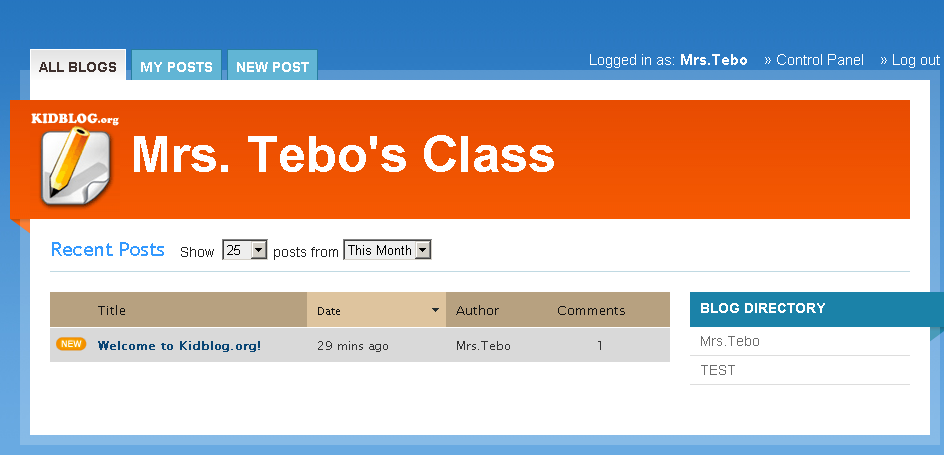
To the right are the default privacy settings for new blog posts and comments.



Choose your User Permissions and click on Save Changes when you are finished.

Click on  at the top of the page. You will see your KidBlog page.

Save the web site address, so you and your students know how to access your KidBlog site.



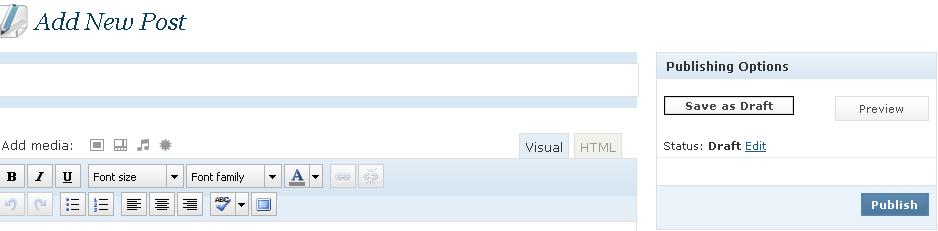
This page will list all blog posts. By default, the first one you will see comes from Kidblog.org.

The new posts will always appear on top, with the date the post was made, the author who posted the blog entry and how many comments the post has received.

On the right under“Blog Directory”, all users are listed. You can click on any name to go directly to that user’s posts.

# Creating a new post:

To get started, click on the New Post tab at the top. You will see the screen below.



* Add a title for your entry in the field under “Add New Post”

You can also add media, such as a saved video or audio file.

* Type your entry in the space below your text tools.
* When you are finished, you can either Save as Draft, if you wish to come back and edit the post later, or you can click Publish for immediate posting to the blog.
* After you Publish, you will see your blog entry. The title is in **bold**.
* Students can leave a comment below the entry and click Submit Comment when finished.





The new blog entry is posted on the home page of the class blog. To read it, click on the Title. From here a student can post their own comment, once they are logged on.



# Logging on to the Kidblog page:

Direct students to the Kidblog page on the Internet.

In the upper right corner, click Log in.

On the next screen, have students select their username and enter their assigned password.

Click Log In.

From here, students can click on a new blog entry and comment, or they may click on New Post at the top of the page to compose a new entry of their own.

When finished, click Log Out in the upper right.